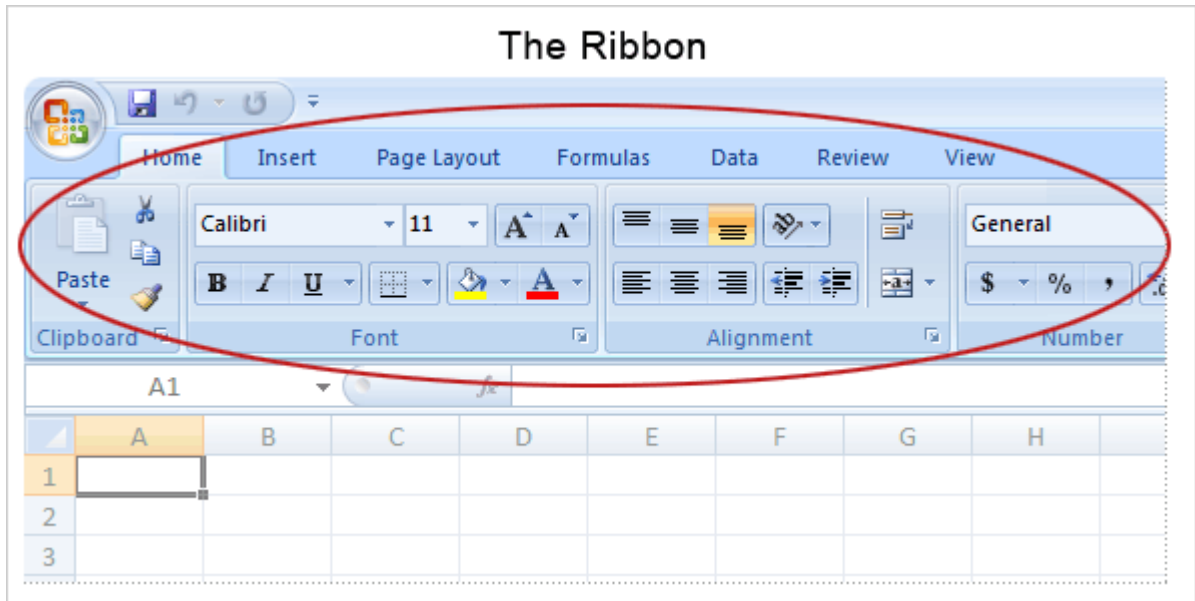# Learning Microsoft Excel 2007

Here you are, with a new version of Excel. When you open Excel you'll see the familiar worksheets you're accustomed to. And you'll also see things that are new at the top of the window.

The old look of Excel menus and buttons has been replaced with this new Ribbon, with tabs you click to get to commands. The Ribbon was developed to make Excel simpler to use, and to help you quickly find and work with the commands you need.

How do you use the Ribbon? Take this course to find out. See what's changed, and why the changes help you make better Excel worksheets, faster.

To learn more about this course, read the text in **Goals** and **About this course**, or look at the table of contents. Then click **Next** to start the first lesson.

Yes, there's a lot of change. It's most noticeable at the top of the window.

But it's good change. What you need is now more clearly visible and more readily available. Instead of having 30 or so undisplayed toolbars, and commands buried on menus, you have one control center — the Ribbon, which brings together the essentials and makes them very visual.

When you try the new design, you'll discover that the commands you already know how to use are grouped together in ways that make sense to you.

Learn more about the new design, and prepare to get to work with your exciting new version of Excel.
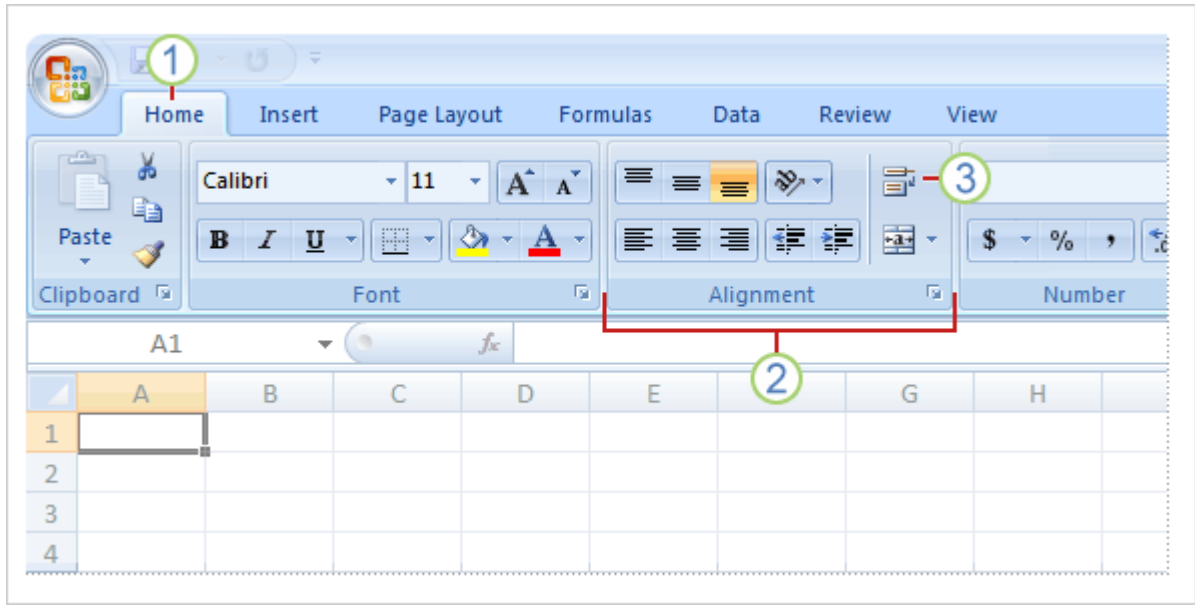
There are three basic components to the Ribbon:

1 **Tabs** There are seven of them across the top. Each represents core tasks you do in Excel.
2 **Groups** Each tab has groups that show related items together.
3 **Commands** A command is a button, a box to enter information, or a menu.

How do you get started? Begin at the beginning, with the first tab.

The principal commands in Excel are gathered on the first tab, the **Home** tab. The commands on this tab are those that Microsoft has identified as the most commonly used when people do basic tasks with worksheets.

For example, the **Paste**, **Cut**, and **Copy** commands are arranged first on the **Home** tab, in the **Clipboard** group. Font formatting commands are next, in the **Font** group. Commands to center text or align text to the left or right are in the **Alignment** group, and commands to insert and delete cells, rows, columns, and worksheets are in the **Cells** group.

Groups pull together all the commands you're likely to need for a particular type of task, and throughout the task they remain on display and readily available, instead of being hidden in menus. These vital commands are visible above your work space.

Here's an example of the convenience: If you want text displayed on multiple lines in a cell, you don't have to click a command on a menu, click a tab in a dialog box, and then click an option in the dialog box. You just click the **Wrap Text** button in the **Alignment** group, on the **Home** tab.
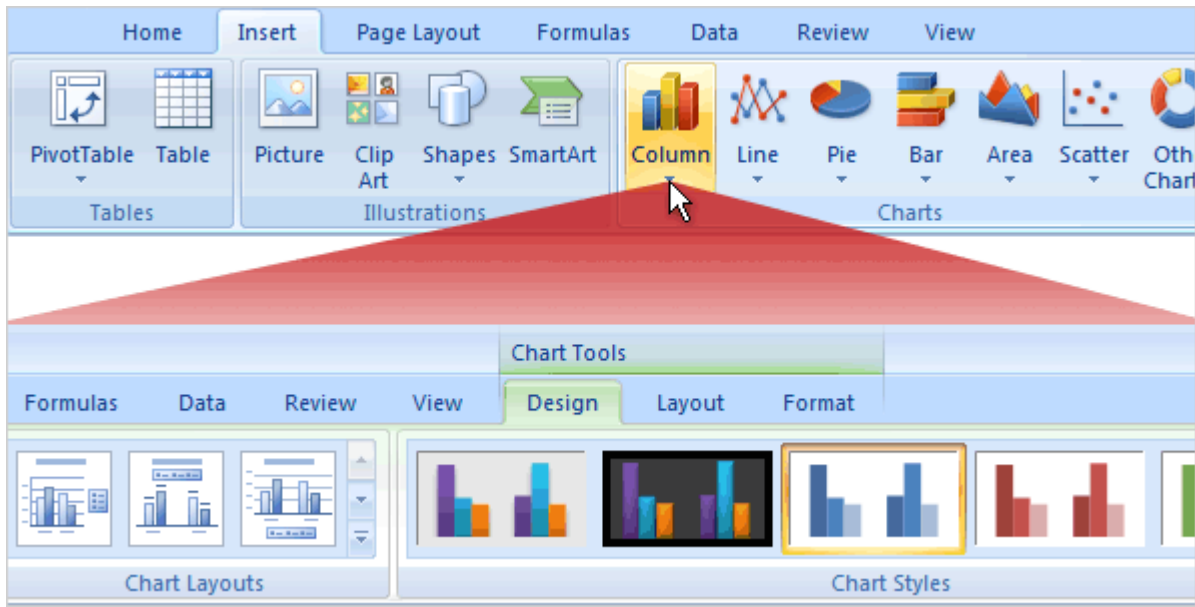
The commands on the Ribbon are the ones you use the most. Instead of showing every command all the time, Excel 2007 shows some commands when you may need them, in response to an action you take.

For example, if you don't have a chart in your worksheet, the commands to work with charts aren't necessary.

But after you create a chart, the **Chart Tools** appear, with three tabs: **Design**, **Layout**, and **Format**. On these tabs, you'll find the commands you need to work with the chart. The Ribbon responds to your action.

Use the **Design** tab to change the chart type or to move the chart location; the **Layout** tab to change chart titles or other chart elements; and the **Format** tab to add fill colors or to change line styles. When you complete the chart, click outside the chart area. The **Chart Tools** go away. To get them back, click inside the chart. Then the tabs reappear.

So don't worry if you don't see *all* the commands you need at all times. Take the first steps. Then the commands you need will be at hand.
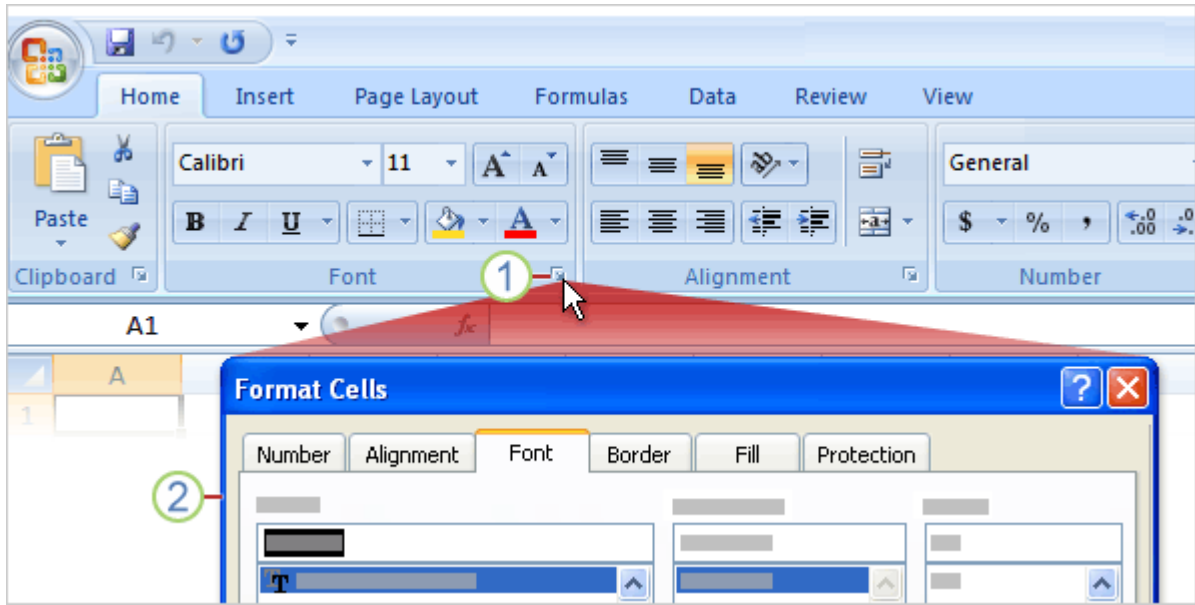
When you see this arrow ⊡(called the **Dialog Box Launcher**) in the lower-right corner of a group, there are more options available for the group. Click the arrow, and you'll see a dialog box or a task pane.

For example, on the **Home** tab, in the **Font** group, you have all the commands that are used the most to make font changes: commands to change the font, to change the size, and to make the font bold, italic, or underlined.

If you want more options, such as superscript, click the ⊡arrow to the right of **Font**, and you'll get the **Format Cells** dialog box, which has superscript and other options related to fonts.
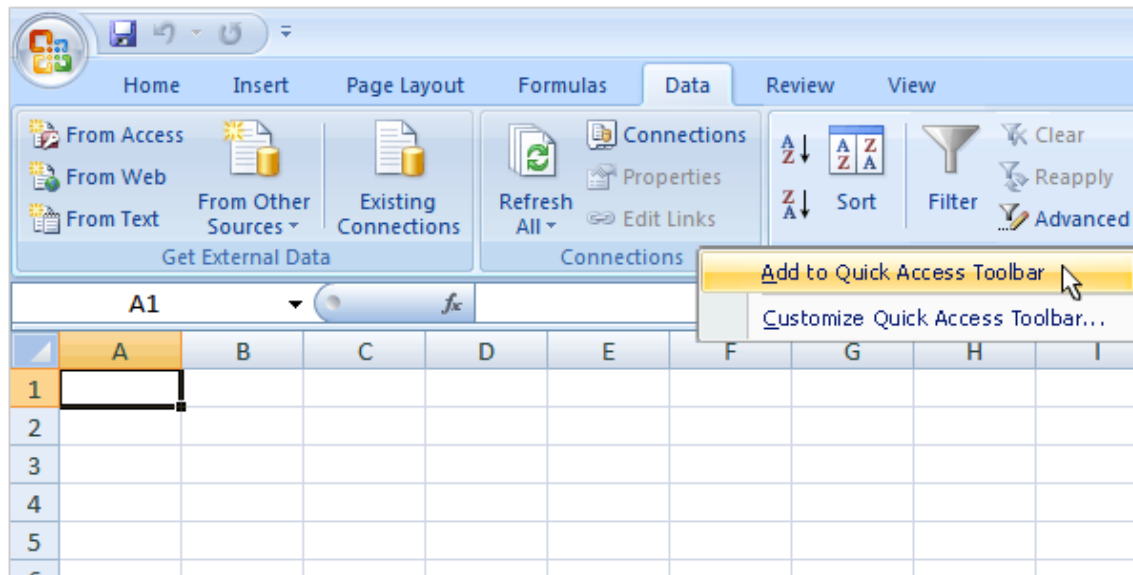
If you often use commands that are not as quickly available as you would like, you can easily add them to the **Quick Access Toolbar**, which is above the Ribbon when you first start Excel 2007. On that toolbar, commands are always visible and near at hand.

For example, if you use AutoFilter every day, and you don't want to have to click the **Data** tab to access the **Filter** command each time, you can add **Filter** to the Quick Access Toolbar.

To do that, right-click **Filter** on the **Data** tab, and then click **Add to Quick Access Toolbar**.

To remove a button from that toolbar, right-click the button on the toolbar, and then click **Remove from Quick Access Toolbar**.
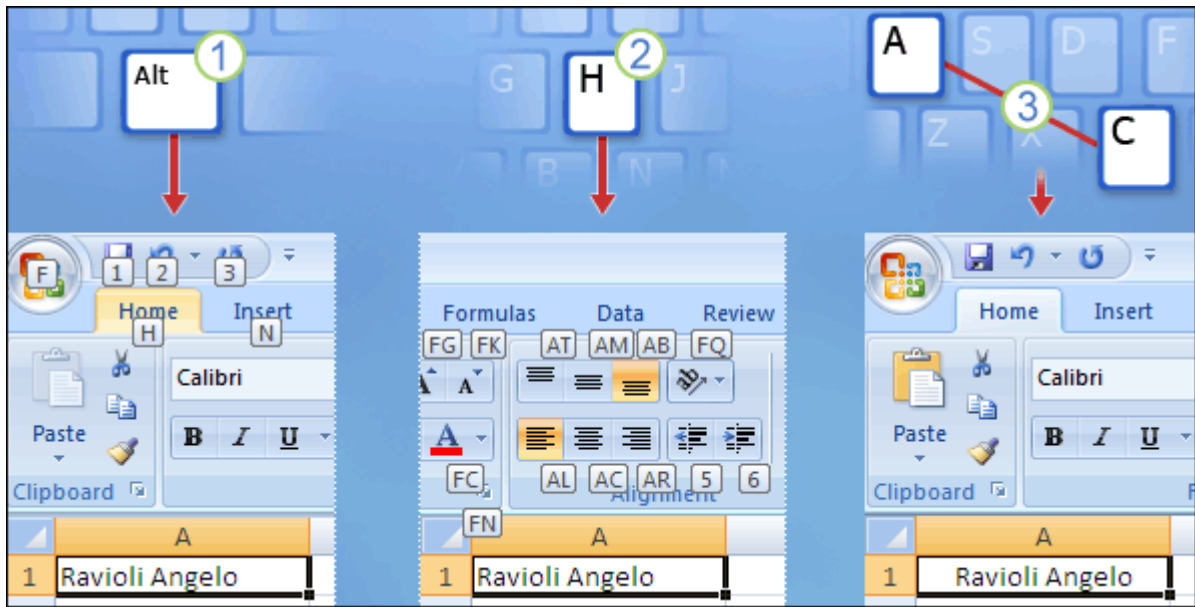
If you rely on the keyboard more than the mouse, you'll want to know about keyboard shortcuts in Excel 2007.

The Ribbon design comes with new shortcuts. Why? Because this change brings two big advantages over previous versions:

> Shortcuts for every single button on the Ribbon.

> Shortcuts that often require fewer keys.

Using the new shortcuts

The new shortcuts also have a new name: Key Tips. You press ALT to make the Key Tips appear.

You'll see Key Tips for all Ribbon tabs, all commands on the tabs, the Quick Access Toolbar, and the Microsoft Office Button.

Press the key for the tab you want to display. This makes all the Key Tip badges for that tab's buttons appear. Then, press the key for the button you want.

What about the old keyboard shortcuts?   Keyboard shortcuts of old that begin with CTRL are all still intact, and you can use them like you always have. For example, the shortcut CTRL+C still copies something to the clipboard, and the shortcut CTRL+V still pastes something from the clipboard.
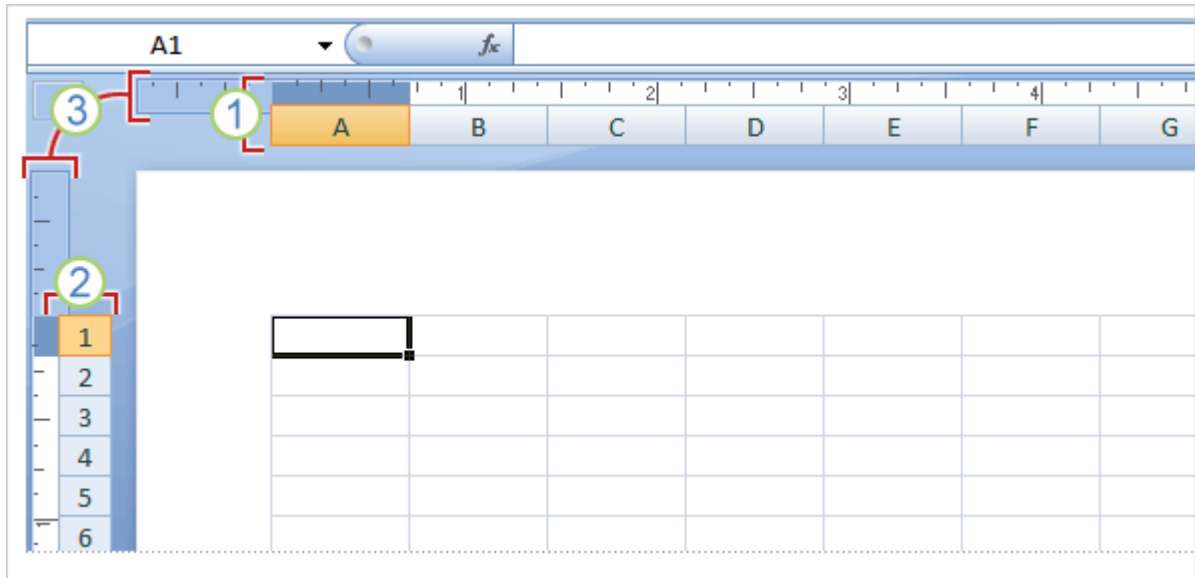
Not only the Ribbon is new in Excel 2007. **Page Layout view** is new too. If you have worked in Print Layout view in Microsoft Office Word, you'll be glad to see Excel with similar advantages.

To see the new view, click **Page Layout View** on the **View** toolbar on the bottom right of the window. Or click the **View** tab on the Ribbon, and then click **Page Layout View** in the **Workbook Views** group.

In Page Layout view there are page margins at the top, sides, and bottom of the worksheet, and a bit of blue space between worksheets. Rulers at the top and side help you adjust margins. You can turn the rulers on and off as you need them (click **Ruler** in the **Show/Hide** group on the **View** tab).

With this new view, you don't need print preview to make adjustments to your worksheet before you print. You'll see more about that in the next lesson.

It's easy to add headers and footers in Page Layout view. When you type in the new header and footer area at the top or bottom of a page, the **Design** tab opens with all the commands you need to create your headers and footers. More about that too in the next lesson.

You can see each sheet in a workbook in the view that works best for that sheet. Just select a view on the **View** toolbar, or in the **Workbook Views** group on the **View** tab, for each worksheet. Normal view and Page Break preview are both there.

Tip   If you like Page Layout view, but you'd prefer a little less white space in the margins, you can hide some of that white space.

High Resolution   Low Resolution
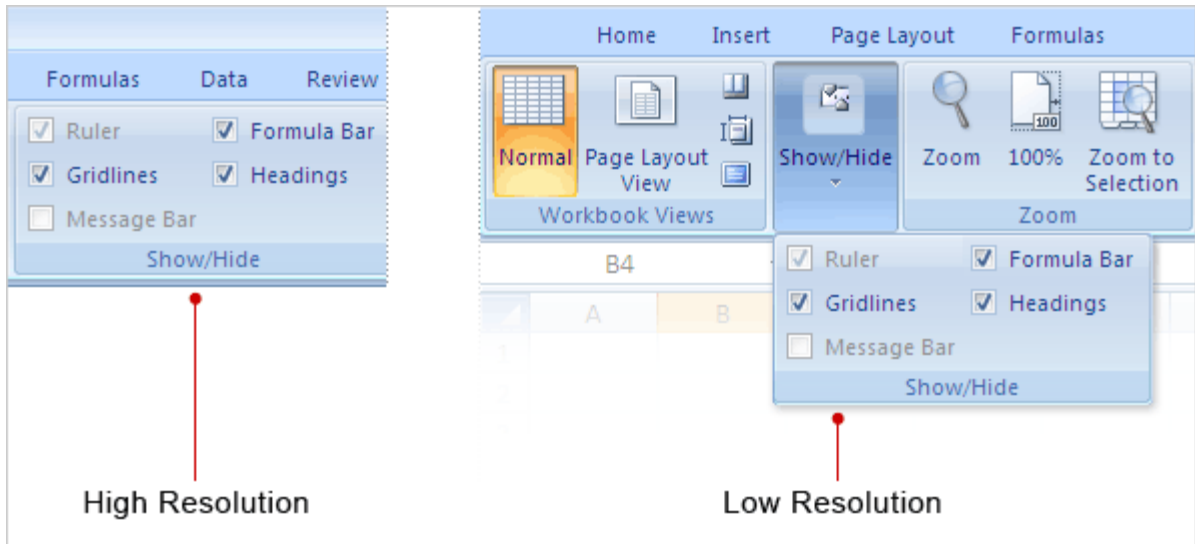
Everything we've told you so far applies if your screen is set to high resolution and the Excel window is maximized. If not, things look different. How? Like this:

Low resolution   If your screen is set to a low resolution, for example to 800 by 600 pixels, a few groups on the Ribbon will display the group name only, not the commands in the group. You will need to click the arrow on the group button to display the commands.

For example, on the **View** tab, the **Show/Hide** group has several commands to show or hide various items. With a higher resolution, you will see all the commands in the **Show/Hide** group. In 800 by 600 resolution, you will see the **Show/Hide** button, not the commands in the group.

In that case, you click the arrow on the **Show/Hide** group button to display the commands in the group.

The groups that display only the group name in a smaller resolution are those with less frequently used commands.

Minimized   At any resolution, if you make the Excel window smaller, there is a size at which some groups will display only the group names, and you will need to click the arrow on the group button to display the commands.

Tablet PCs   If you're working on a Tablet PC with a smaller screen, you'll notice that the Ribbon adjusts to show you smaller versions of tabs and groups. If you have a larger monitor, the Ribbon adjusts to show you larger versions of the tabs and groups.
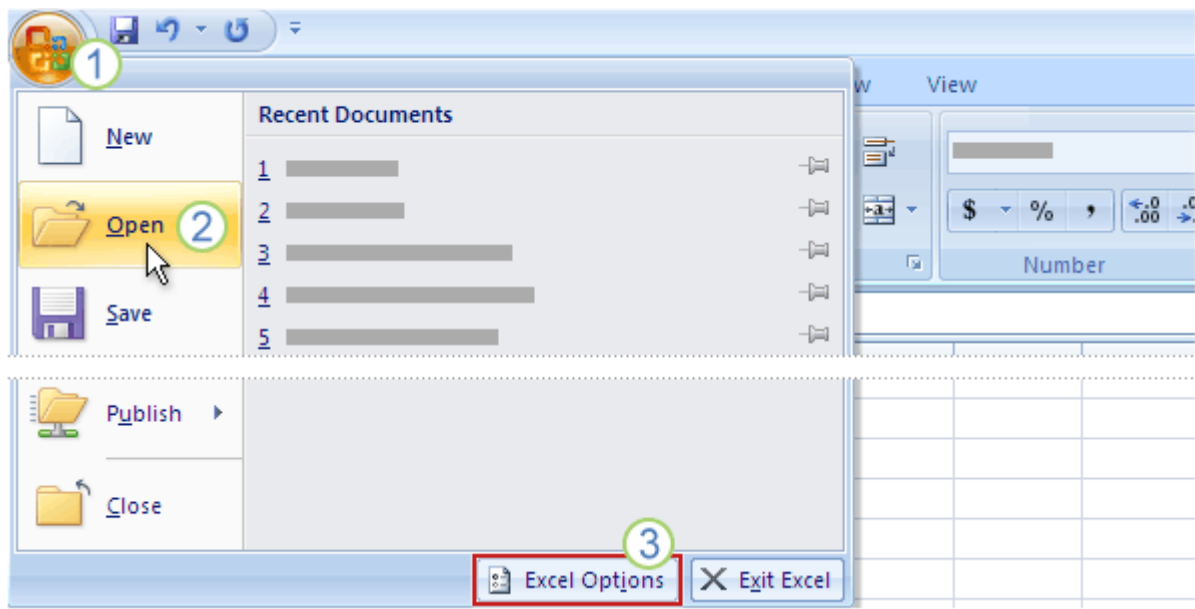
You're opening an existing workbook created in a previous version of Excel. Click the
Microsoft Office Button in the upper-left corner of the window. There you'll get
the same commands you've used in the past to open and save your workbooks.

Before getting down to business, notice that this menu is packed with useful items.
For example, here is where you'll find the program settings that control things like
turning the R1C1 reference style on or off, or showing the Formula Bar in the
program window. Click **Excel Options** at the bottom of the menu to access the
options.

In previous versions of Excel, you could set such options in the **Options** dialog box,
opened from the **Tools** menu. Now many of those options are here, where they are
more visible, and conveniently close at hand when you start work on old files or new
ones.

Now, getting back to that workbook, click **Open**, select the workbook you want, and
then click **Open**.

That's all you have to do to open a file created in a previous version. You're ready to
get to work.